

Grafton Recreation

Summer Youth Program

Parent Handbook



Department Information

Recreation Director: Jen Andersen Office Manager: Kerri Arsenault

Address: Grafton Memorial Municipal Center, 30 Providence Rd., Grafton, MA 01519

Phone Number: (508) 839-5335 x1156

E-mail: recreation@grafton-ma.gov

Website: www.GraftonRec.com

Program Information

Program Director: Rich Paquin Assistant Program Director: Emily Malone

Address: Millbury St. School, 105 Millbury St., Grafton, MA 01519

TABLE OF CONTENTS

Camp Attire.....	1
Camp Schedule.....	1-2
Children at Risk.....	2
Conduct, Discipline & Expectations.....	2-3
Drop-Off Procedures.....	3
Emergencies & Accidents.....	3-4
Emergency Plan.....	4
Field Trips.....	4
Financial Assistance.....	4
Lost & Found.....	4-5
Lunches & Snacks.....	5
Personal Belongings.....	5
Phone Calls.....	5
Photograph Policy.....	5
Physical Exams & Immunizations.....	5
Pick-Up Procedures.....	6
Sick or Ill Camper.....	6-7
Sunscreen.....	7
Weather.....	7

The Grafton Recreation Department has an exciting and fun summer planned for your child.

Our policies and procedures to ensure a safe and healthy summer are included in this Parent Handbook.

Our day camp, for ages 4-13, is held on the grounds of the Millbury St. School in Grafton. The full day program and half day program give children the ability to participate in a variety of activities with their peers and under the supervision of our Recreation Staff. We will strive to maintain a staff to child ratio of 1:5 for children up to age 6 and a ratio of 1:10 for children ages 7 and up. Children are divided into groups of similar ages and will rotate through such activities as sports, arts and crafts, water activities and more.

CAMP ATTIRE

Please remember to dress your child appropriately for camp. We encourage you to dress your child in clothing that you do not mind getting dirty or stained with art materials.

Here are some reminders of clothes for camp:

- T-Shirts
- Shorts (No Skirts)
- Socks
- Appropriate clothing for camp: No halter or tube tops; No clothing with inappropriate language!
- Tennis Shoes or Sneakers (No sandals or flip flops, please!)
- LABEL EVERYTHING!

CAMP SCHEDULE

Children participate in a variety of activities each day. The activities can be camp wide activities, personally selected activities, and group activities. Here is an example of what a typical camp day could look like:

- 8:50-9:10am: Drop-Off
- 9:00-9:25am: Morning Gathering
- 9:30-10:25am: Arts & Crafts
- 10:30-10:55am: Snack
- 11:00-11:55am: Playground
- 11:55am-12:05pm: Half-Day Pickup
- 12:00-12:45pm: Lunch
- 12:50-1:45pm: Games
- 1:50-2:45pm: Science Project

2:50-3:45pm: Choice Block

3:50-4:00pm: Pick-Up

CHILDREN AT RISK

Parents who arrive at camp in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child. The staff in charge will advise the parent of their options regarding the transportation of their child to his/her home.

Some options that may be exercised are:

- Call another person on the child's emergency contact list
- Call the other parent

CONDUCT

Grafton Recreation staff is committed to providing a safe and welcoming environment for all of our registrants and guests. To ensure safety and comfort for all, we ask individuals to act appropriately while they are at our facilities or participating in our programs. We do not permit language or actions that can hurt or frighten another person. Specifically this includes:

- Angry or vulgar language including swearing, name calling, and shouting;
- Physical contact with another person in an angry or threatening way;
- Any demonstration of sexual activity or sexual contact with another person;
- Harassment or intimidation with words, gestures, body language or other menacing behavior;
- Behavior which intends to or results in theft or destruction of property;
- Carrying or concealing any weapons or devices that may be used as weapons.

Staff are trained and expected to respond to any reported violation. Please do not hesitate to notify a staff person if you need assistance. Grafton Recreation management will investigate all reported incidents. Dismissal from camp or termination may result. No refunds will be given for these instances.

Expectations

Good behavior will be encouraged in a positive manner. The staff will work cooperatively with parents, keeping them informed of behavior issues and methods used to teach and guide the campers toward socially acceptable behavior. Behavior problems that cannot be resolved cooperatively will result in your child's dismissal from our program. Certain abusive behaviors will result in immediate dismissal. If your child has been receiving assistance in behavior management during the school year, it is imperative that this information be shared with the camp staff. This will enable us to work more effectively and productively with your child

Discipline Policy

If your child needs to be disciplined, acceptable measures may include; stern verbal warnings, time-out from an activity, removal from an activity and placed with a staff member away from the group, suspension from camp, removal from camp.

Unacceptable and prohibited measures include; verbally degrading a camper, physical punishment, isolation without proper supervision such as:

- Corporal punishment, including spanking
- No camper shall be subjected to cruel or severe punishment, humiliation, or verbal abuse
- No camper shall be denied food or shelter as a form of punishment
- No child shall be punished for soiling, wetting or not using the toilet

DROP-OFF

You will need to sign your child in with his/her counselor each morning in a specified location. The Recreation Department does not and will not assume responsibility for children that arrive before their signed up start time.

Early Drop-Off Program

An early drop-off option is available starting at 8:00am. Children in our extended day programs will be given a variety of structured and non-structured activities to choose from each day. Activities may include: sports games, puzzles and board games, books, Legos, and group games. Registration for this option must be done in advance and is for an additional fee.

EMERGENCIES & ACCIDENTS

All precautions will be taken to prevent serious health risks to all campers. In the event that a minor injury occurs, First Aid will be administered at the program location by our certified staff. The following procedures will be followed:

- First Aid will be provided and the incident recorded in the program log.
- The child will periodically be observed after First Aid has been applied.

In the event of a medical emergency, immediate action will be taken by the staff and the Program Director will be notified. The child will be transported to the nearest hospital for any necessary treatment and parents or other responsible adults will be notified. In general, in the event that a major injury or health problem arises and professional medical care is required, the following steps will be taken:

- Immediate First Aid will be administered by the program staff until professional services arrive.
- 911 will be called.
- You will be contacted. If you cannot be reached, the emergency contact person will be notified.
- A staff person will accompany your child to the hospital and remain until you or your emergency contact person arrives.
- The incident will be described in writing in the program incident report log.

Emergency information is very important for us to provide the safest possible environment for your children. Please notify us right away when there is a new work or home phone number, or if you have

moved to a new address. If your child is sick or injured, it is important for us to be able to contact you right away. Please keep these accurate at all times.

EMERGENCY PLAN

Staff have been trained and are expected to be well-versed in emergency procedures including locations of fire extinguishers, first aid kits, etc. Drills will be conducted throughout the summer to practice safety procedures.

Shelter: In the event of an emergency that requires an on-site shelter, campers and staff will assemble in the gymnasium.

Facility Evacuation (in case of fire, or other emergency): In the event of an emergency requiring facility evacuation, campers and staff will exit the building and meet in the back corner of the small parking lot. Staff will take attendance of campers in their groups, directors will make sure that everyone has left the facility, and the Program Director and Assistant Program Director will be responsible for first aid kits.

FIELD TRIPS

The Summer Youth Full Day Program goes on two optional field trips per week. You will have the option for your child not to attend the field trip and resume regular activities at camp with staff and other campers whom opt not to attend. In case of rain, a field trip may be changed or cancelled.

On Wednesdays, an off-site field trip is held for an additional fee and registration must occur in advance for your child to attend. Costs include transportation and admission.

On Fridays, an off-site trip to Silver Lake Beach is held for no additional fee and no additional registration is needed; transportation is provided. Certified lifeguards at Silver Lake will conduct swim tests and deep-water tests for anyone wishing to swim in deeper waters. Life jackets are available and buddy checks will be conducted periodically throughout the day.

On trip days, please bring a completely disposable lunch as well as extra water and snacks. On both trips, you may provide your child with extra money to purchase extra food or souvenirs. E-mails will be sent out prior to each trip reminding you of what items you should bring and any items that may be prohibited.

FINANCIAL ASSISTANCE

The Grafton Recreation Department seeks to make its services available to all people, regardless of their ability to pay. The Grafton Recreation Scholarship Program helps families in need of childcare through our camp. Please visit GraftonRec.com or call the Main Office for information and an application.

LOST & FOUND

The Summer Youth Program does have a lost and found. It is highly recommended that you label all items with your child's name. While we make every effort to keep all campers' belongings in their backpack or with them, Grafton Recreation will not be held responsible for lost or stolen items. Please

make a quick check of your child's backpack at the end of the camp day before leaving. Lost items are much easier to recover on the same day they are lost.

LUNCHES & SNACKS

All campers should bring a non-perishable lunch and beverage to camp daily. Please pack a healthy and balanced meal. Do not send food or drinks in glass containers. Lunches will not be refrigerated; therefore, we ask that you send lunches that do not contain mayonnaise or other food items that will spoil if not kept cold. Freezing lunches and drinks the day before and/or inserting a cold pack in the lunch container will help preserve the food. Please mark all lunches (and all containers inside lunches) with the camper's first and last name. Please do not provide your camper with food that will need heating or to be microwaved. Camp staff are not responsible for food preparation or preheating meals. We have one snack period daily. Please send extra food for these times as well as a water bottle.

PERSONAL BELONGINGS

Please do not allow your child to bring personal belongings to camp. The Grafton Recreation Department cannot be responsible for the loss or damage of toys, games, clothes, or other personal belongings.

Please do not bring the following items to camp:

- Any electronic games / devices (including, but not limited to: Gameboys, PSPs, iPods, mp3 players, iPads, etc.)
- Cell phones
- Trading Cards
- Weapons of any sort – fake or real!
- Valuable items

PHONE CALLS

Please do not call to speak to your child or your child's counselor unless it is an emergency. If your child is experiencing problems, we will call you immediately. You may call the Recreation Office with your questions or concerns at any time. You will also be provided an emergency number for after hours.

PHOTOGRAPH POLICY

The recreation department and/or press will take pictures & video on occasion of participants for publicity purposes and for local cable. If you do not want to have you or your child photographed, please let us know.

PHYSICAL EXAMS & IMMUNIZATIONS

Although not yet required, it is strongly encouraged that every child has an up to date physical examination and certificate of immunization with the following vaccines – Measles, Mumps and Rubella (MMR), Polio, and Diphtheria and Tetanus Toxoids and Pertussis, and Hepatitis B.

PICK-UP

You will need to sign your child out when you pick them up from camp. Please bring a valid photo ID with you every day. If someone other than yourself or the person(s) authorized on the registration form will be picking up your child, a written note to the Program Director or e-mail to the Recreation Office must be submitted ahead of time. This person must also bring a photo ID with them when they pick up the camper.

Early Pick-Up

If your child will be leaving early, please notify the Program Director, in writing, or the Recreation Office no later than the morning of the designated day. The staff will have your child prepared to depart at your requested time. Remember that you will still need to sign your child out and show a valid picture ID.

End of Day Pick-Up

We close promptly at 4:00pm. For all children not picked up by the end of the program, regular or extended hours, the following late policy will be in effect:

- First 5 minutes: Grace Period
- Each 5 minutes thereafter: \$5.00 per child

The late fee is in place to compensate staff members for their time. If you know you will be late, please attempt to make alternate pick-up arrangements.

Late Pick-Up Program

A late pick-up option is available until 5:30pm. Children in our extended day programs will be given a variety of structured and non-structured activities to choose from each day. Activities may include: sports games, puzzles and board games, books, Legos, and group games.

Registration for this option must be done in advance and is for an additional fee.

SICK OR ILL CAMPER

Children must be healthy enough to participate in the program's daily routine. We do not have the facilities to care for sick children and therefore do not allow them to attend camp. For the safety and comfort of your child, please keep them home until they feel better and no longer present the danger of passing on their illness. If you are keeping your child home due to illness, please contact the Recreation Office by 9:00am and let them know of your child's absence. When your child has a fever (of 101) or vomiting/diarrhea, please make sure they remain at home for 24 hours after their temperature and symptoms returns to normal. We may require a physician's release for any medical or health condition. If your child becomes ill while at camp, you will be asked to pick up your child as soon as possible.

The following are defined as illness or communicable health problems:

- Conjunctivitis (Pink Eye)
- A chronic runny nose with colored discharge
- A chronic cough
- A fever

- Vomiting or upset stomach
- Signs of general fatigue or discomfort
- An open rash
- Head lice
- Knowledge that the child has had a fever within the past 24 hours

SUNSCREEN

The Grafton Recreation Department encourages your camper to use and bring sunscreen to camp every day. Camp staff will not rub sunscreen on any child but will remind them to put it on throughout the day. Camp staff can only help with sunscreen application if it's spray lotion. Grafton Recreation encourages the use of wide brim hats, long sleeve shirts, long pants, screens with a solar protection factor of 15 or greater and lip balm.

WEATHER

As a recreation department, we believe that outdoor play is an important element in a child's life. If weather does not allow us to play outside we will spend our day inside Millbury St. School rotating between the gym, arts and craft room, and cafeteria. Staff have a Rainy Day Activity Guide full of new games and activities to keep the level of fun high!

Parents are asked to dress their children appropriately for the weather conditions. A light sweater or jacket may be needed in the morning. During periods of extreme heat, the camp staff will scale down physical camp activities. The staff will also remind children to increase their water intake by having many water breaks throughout the day. All precautions will be taken to prevent heat related injuries during these times.